DATE: 04/23/2008

TO: **All Interested Candidates**

FROM: USAID Regional Executive Office for Ukraine, Belarus and Moldova

SUBJECT: Job Opportunity Announcement/FSNPSC (LES) **Laborer, FSN-2**

The United States Agency for International Development (USAID) Regional Mission to Ukraine, Belarus and Moldova is an equal opportunity employer.

POSITION DESCRIPTION: FSN PSC Laborer in the Regional Executive Office, USAID/Kyiv. The position is classified at FSN-2. Qualified candidates can contact the USAID Executive Office, Human Resources Unit for answer to questions.

POSITION TITLE: Laborer

POSITION TYPE: FSNPSC – 40 hours per week

ANNOUNCEMENT: 02-2008

GRADE LEVEL: FSN- 2

OFFICE LOCATION: USAID, Regional Executive Office, Kyiv, Ukraine

OPENING DATE: Immediate

CLOSING DATE FOR APPLICATIONS: Opened until filled

APPLICATION AND SELECTION PROCESS: Interested applicants should **e-mail** their *current résumé* and *letter of interest* **in English** to the USAID Human Resources Unit at **kyv02-2008@usaid.gov or drop your resumes/CVs at the address: USAID Personnel Office at No. 19 Nyzhny Val Street.**

Note: **Only those applications that are received in the Human Resources Unit *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.**

Initial screening will be based on the curriculum vitae or résumé and letter of interest. Applicants who meet minimum requirement will be invited for interviews.

This position located in the Regional Executive Office (EXO), USAID Mission to Ukraine, Belarus and Moldova (USAID/Ukraine). Performs manual supply duties, in the USAID/Kyiv warehouse. Also performs manual duties for the movement of property to and from offices and or residences.

MAJOR DUTIES AND RESPONSIBILITIES:
100%

Unloads incoming supplies, office and household furniture and equipment. Opens packing boxes or storage crates and breaks down pallet loads. Moves supplies to proper storage areas, using materials handling equipment. May apply protective coatings to certain supply items.

Fills requisition in accordance with instructions, picking items from storage areas, segregates and assembles them, and moves them to the warehouse checkout point.

Assists in checking storage areas to ensure that items of supply are properly stored in the correct locations, and that no safety or fire hazards exist. Keep storage areas clean. Assists in conducting inventories and performs other duties as required.

Advises Property Management Supervisor on material requisitions.

Assists NXP Property Clerk as required.

Assist R&I Clerk in the preparation of receiving reports.

Other duties as assigned.

DESIRED QUALIFICATIONS

Education: Completion of secondary school is required.

Prior Work Experience: 1 to 2 years Warehouseman experience, or an Equivalent combination of warehouseman and laborer Experience.

Post Entry Training: None

Language Proficiency: Level I English ability (fair working knowledge) is required, basic knowledge of Ukrainian/Russian is desirable.

Skills and Abilities:

Must be able to perform moderately heave work and make Heavy lifts at times. Highly desirable that the employee Possess a local driver's license to drive warehouse VAN, PICK-UP or to operate fork lift Truck or other vehicles when necessary.

Knowledge: Good knowledge of safe storage procedures and practices.

POSITION ELEMENTS

Supervision Received: Day-to-day supervision is received from the Property Management Supervisor.

Available Guidelines: AID Handbooks, letters of instructions, and supervisory directives.

Exercise of Judgment: Must be able to recognize proper and improper storage use of NSN numbers and other inventory codes.

Nature, Level and Purpose of Contacts: USAID personnel

Time Required to Perform Full Range of Duties after entry into the position: 6 months.